


<b>LAS VEGAS POLICE DEPARTMENT</b>	<b>PERSONNEL</b>
<b>SUBJECT:</b> <i>Personnel Early Warning System</i>	<b>NUMBER: PER.11</b>
<b>EFFECTIVE DATE:</b> <i>9 September 2010</i>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>APPROVED:</b> 
<b>NMMLEPSC STANDARDS:</b> <i>PER.11.02</i>	<b>NMSA:</b> <i>Chief of Police Gary Gold</i>

**I. PURPOSE**

The purpose of this policy is to ensure the efficient and effective management of the personnel early warning system function by providing administrative guidance that identifies the responsibilities and processes within the uniform and other organizational components of the department.

**II. POLICY**

It is the policy of the Las Vegas Police Department to manage the personnel early warning system in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

**III. APPLICABILITY:**

This policy is applicable to all commissioned and non-commissioned employees of the Las Vegas Police Department.

**IV. REFERENCES:**

A. NMMLEPSC PER 11.02

**V. DEFINITIONS:**

None

**VI. PROCEDURE:**

**A. This system is designed to assist supervisors in identifying police department employees whose performance indicates that intervention may be required. A review may be necessary to determine appropriate action. It does not relieve the supervisor of the normal responsibility to monitor and initiate a review and remedial action as warranted, of his/her assigned employees performance related issues. The purpose of this system is to:**

- 1. Provide a means to identify patterns of complaints, use of force or misconduct incidents to enable supervisors to address training or other needs and improve employee performance.**
- 2. The Professional Standards Office, (the Commander), maintains all complaints and use of force records.**

**B. Activation and procedure for review**

- 1. The Personnel Early Warning System shall activate when an employee has three or more sustained complaints of misconduct within three years.**
- 2. The Office of Professional Standards shall notify, in writing, the Division Commander of the involved employee that the Personnel Early Warning System has been activated. The Chief of Police shall receive a copy of the notice. The notification should include:**
  - a. The date of the incident(s)**
  - b. The general allegations**
  - c. The disposition of the incident(s)**
  - d. Any discipline administered**
- 3. The Division Commander shall notify the supervisor of the involved employee that the Personnel Early Warning has been activated. The supervisor should then review the employee's files consisting of, but not limited to:**
  - a. Use of force**
  - b. Sick or other leave use**
  - c. Performance evaluations**
  - d. Chronological file**

### **C. Reporting and Recommendations**

1. The supervisor shall submit a written response, through the chain of command, to the Division Commander with their findings, and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to:
  - a. Counseling by peers, supervisors or commanders
  - b. Referral to an agency authorized mental health professional
  - c. Remedial training to address identifiable problems
  - d. Reassignment or transfer
2. The Division Commander shall review the written response and forward to the Chief of Police and Office of Professional Standards for approval of the recommended action.
  - a. The Division Commander shall be responsible to insure that any corrective measures are accomplished, and submit a report to the Chief of Police with the final results.
  - b. All corrective measures shall be implemented within applicable Las Vegas Police Department Rules and Regulations and the City of Las Vegas Personnel Manual.
3. The Personnel Early Warning System shall be reviewed annually to evaluate the system's effectiveness and make changes as required.
4. The employee's supervisor will notify the employee of the review when it is initiated and the basis for the review. The employee shall be notified in writing of the final determination.

### **VII. ATTACHMENTS:**

None